

City of Yukon - General Employees Pay Plan

Library Associate

Job Description

Exempt: No
Department: Library Associate
Reports To: Librarian
Location: Mabel C. Fry Public Library
Date Prepared: May 18, 2012
Date Revised: June 15, 2012

GENERAL DESCRIPTION OF POSITION

Employees in this position can be responsible for a wide range of duties. While all will perform circulation services they will also have an area of specialty that can include, cataloging of materials, interlibrary loan, programming and collection development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performing circulation services including checking materials in and out of the library, shelving library materials, issuing library cards, processing library reserves and collection and recording fine payments. This duty is performed daily.
2. Providing interlibrary loan services. This duty is performed daily.
3. Planning, promoting and implementing library programs. This duty is performed daily.
4. Providing effective reference and readers' advisory services. This duty is performed daily.
5. Original and copy cataloging of print and non-print materials. This duty is performed daily.
6. Providing collection development duties including selection and deselection of all types of library materials. This duty is performed weekly.
7. Preparing new materials for circulation. This duty is performed weekly.
8. Scheduling public meeting rooms. This duty is performed weekly.
9. Providing outreach services to the library community. This duty is performed weekly.
10. Preparing monthly library newsletter. This duty is performed monthly.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training. Or

equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Bachelor's Degree preferred

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: Presentation/PowerPoint

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

No supervision.

Supervises the following departments: none

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl; occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; and ability to adjust focus.

ADDITIONAL INFORMATION

The employee must be customer service oriented, possess good communication skills and enjoy working in a team environment. The employee must have the ability to establish and maintain effective working relationships with patrons, other employees both within the library and in other city departments, and community organizations

Job Description Acknowledgement

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Employee Name(printed):_____ Date:_____

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____